

SUMMER TERM 2022

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Personnel and Curriculum Committee of Turnfurlong Infant School held via Zoom on 25th May 2022 at 9.30am

PRESENT:

Mrs G Hudson

Mr P Ince

Mr R Lloyd

Mrs R Ochiltree (Headteacher)

Mr L Taylor

IN ATTENDANCE

Mrs R Weymouth (Clerk)

APOLOGIES:

Mr T Ajithiran

ACTION

1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

2 NOTIFICATION OF ANY OTHER BUSINESS

There was no further business for discussion at the meeting.

3 DECLARATIONS OF INTEREST

Mrs G Hudson declared that she is also a Governor at Turnfurlong Junior School.

4 APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 9th MARCH 2022

The minutes of the meeting held on 9th March 2022, having been circulated, were confirmed.

4.1 MATTERS ARISING

Mr Ince advised that he had contacted the Subject Leaders for Music and was awaiting further information. An update would be provided at the next meeting.

The Headteacher advised that the school would be working on a project with the junior school and Aston Clinton School and would receive some funding from the Gold Arts Mark Project that will also be used for this.

Agenda

Governor Visits had not been completed and would be discussed later in the meeting.

5 CURRICULUM AND DATA

5.1 STUDENT DATA AND CURRICULUM PRIORITY AREAS

Circulated prior to the meeting, the Headteacher advised that the data is from the end of the Spring Term. Following comments at the previous meeting Year 2 data also shows the corresponding Year 1 data from the same period the previous year. By doing this the impact of progress can be noted. Governors asked;

Maths has increased significantly. Responding, the Headteacher advised that it had. The school predict that of the 3 areas (reading, writing and maths) that reading, and writing will have the lowest SATs scores compared to maths. The work the school have been completing with the Maths Hub will also have impacted this.

Whilst results were not yet available anecdotally it is expected that SATS results will be broadly in line with national data. The school do not expect the high numbers of Greater Depth that would have been seen 4 years ago as the school's cohort has changed significantly, and children have been impacted by the pandemic.

For children that have spent a long time at home over the pandemic, reading and writing may have been easier at home? Responding, the Headteacher advised that reading and comprehension has been impacted the most by the pandemic and communications have been sent to parents to assist children and this will be a focus of the SIP next academic year as well as spelling. Whilst the school do not have to report on SPAG the school and the junior school have noticed that spelling has declined and therefore this may be a joint project going forward.

You can see from the data the impact of the pandemic on Year 2's attainment, but they have made great progress. It will be interesting to see how Year 1 compare when they are in Year 2? Responding, the Headteacher advised that it is important to remember that the children in Year 2 missed their final term of Reception and a large part of Year 1. These children missed 1/3 of their time in the school and this shows in all sorts of ways and not just academically.

Governors thanked the Headteacher for an informative report.

5.2 IMPACT OF CATCH-UP FUNDING, NATIONAL TUTORING PROGRAMME AND SCHOOL LED TUTOR PROGRAMME

The Headteacher advised that it was too soon to review impact. The school have used the national tutoring programme to target PP children in Year 1 and Year 2 for additional reading and comprehension. The children attending would also benefit socially and emotionally from the 1-1 sessions.

Impact will be shown through SATs results and the school can analyse data to pinpoint individual children.

Catch-up funding had been used in Reception classes to run Language Link and Speech Link intervention groups for children that need SALT. Language and Speech Link have an assessment at the start and end which could be used to review impact. Governors asked;

What is the expectation on the school to report impact? Responding, the Headteacher advised the school can provide evidence of how the funding has been used. It is not currently expected that the school would need to report this externally, but it would be discussed during Ofsted inspection.

5.3 USE OF PUPIL PREMIUM AND SPORTS PREMIUM GRANT FUNDING UPDATE

Pupil Premium Grant (PPG)

The Headteacher advised;

- Most of the PPG had been used to support EAL intervention groups which would continue after half term.

It was agreed that the PP Governor would complete a Governor Visit to school based around this project.

- The school have a vision for PP over the next 2-3 years and some of the PPG was used to fund national tutoring.
- Next academic year there will be a focus on attendance and some PPG funding will be used to support PP children in coming to school including funding breakfast and or after school club.
- The project with EAL families was due to the school recognizing that children that are PP, SEN and EAL are least likely to do as well as their peers.
- The PP group has also shifted and is includes more white British children.

Sports Premium Grant

PP Governor

The Headteacher advised;

- Much of the grant is used for the Sports Coach as well as curriculum enhancement activities such as dance and cricket.
- It can be challenging to explain to parents how children are selected for clubs and therefore a clearer criterion was required.

5.4 EDUCATIONAL VISITS UPDATE

The Headteacher advised the following educational trips that had or were due to take place;

- Year 1 – Warwick Castle
- Reception – Waddesdon for a “posh picnic” related to the book The Queens Handbag.
- Year 2 – Woburn Safari Park

For the jubilee celebrations some children would be going to a local secondary school to watch a dance concert.

The schools dance workshop had been re-arranged and will be linked to dances of the decade.

5.5 GOVERNOR VISITS

There were no Governors Visit Reports for discussion at the meeting.

6 QUALITY OF TEACHING UPDATE

The Headteacher advised;

- Teachers that joined the school mid-year have been observed and interim Performance Management targets set.
- With an ECT starting at the school there is preparation work to do in terms of supporting the ECT as the expectation on schools has changed.
- A Reception teacher was working with the Maths Hub and would be completing a specialist maths qualification going forward. This member of staff has also opened her class to all colleagues to see how she delivers maths which has been received well.

7 BEHAVIOUR AND ATTENDANCE

Behaviour

Circulated prior to the meeting the Headteacher advised there are a group of children in Year 1 with low level issues such as not listening, or

not following instructions but there are no extreme behaviour issues or incidents of restraint. Governors asked;

Are the issues in Year 1 related to the cohort having missed so much schooling? Responding, the Headteacher advised yes as they missed a large part of their reception class year. Emotionally the children in Year 1 and Reception are not as confident or as emotionally literate as they would have been pre-pandemic.

Attendance

The Headteacher advised a number of requests have been received for term time holidays where cancelled holidays have been rearranged. This will be a focus next academic year including persistent absentees and Pupil Premium children. The school also work with the junior school and make decisions together that involve siblings.

Is there anything the school need to do to review the school policy on absence or is this families settling back to school? Responding, the Headteacher advised that it was a mix of both. When the new attendance guidance is released by the DfE in September the policy will be reviewed and all schools will be expected to follow the same expectations.

Do the school fine the parents? Responding, the Headteacher advised that the school purchase BC's Attendance Service and can purchase additional hours from the Attendance Team as required. Currently the school send parents a warning letter followed by a meeting to try and improve the child's attendance. The Attendance Team will not allocate fines until the school have taken all measures to improve the child's attendance.

8 **SAFEGUARDING UPDATE**

The Headteacher advised the following update;

- Another DSL had completed training.
- In May there were 10 Records of Concern, and this has been a steady increase. Multi-agency Referrals (MARF) are now a regular occurrence.
- The number of families receiving support through Team Around Family had decreased.
- There are 3 CLA at the school, 2 of which are in the same class.
- The number of Child Protection cases remains constant, and these children are all in the same cohort – afternoon nursery.
- There is a good culture in the school of staff recording information when needed. Governors asked;

Are the rising numbers of concerns about staff recording these better or an issue where intervention is needed?

Responding, the Headteacher advised that this was a mix different things including staff wanting to have something logged in case it is needed and a situation escalates.

Governors thanked the Headteacher for an informative safeguarding update.

9 STUDENT WELLBEING AND STUDENT SURVEY

Circulated prior to the meeting, the Headteacher presented the findings of the Student Wellbeing Survey to Governors. The Headteacher advised that when asked;

“Do other children in your class behave well?” some comments received were based on SEMH needs. This would be addressed with children that these types of behaviours are a form of communication for some children and a child displaying certain behaviours is not always because they are “naughty”.

The number of children that think that schools is great or not, is less in the higher year groups?

Responding, the Headteacher advised that in Year 2 they can hear the younger children out playing when they are not. They are also aware that they will be moving to the junior school where there is less playing and more writing.

It is interesting that Year 2 don't think they get help when they are

stuck. Responding, the Headteacher advised that throughout the survey 1 child had negatively answered the whole way through. For some of these children they are used to having support 2-1 or 1-1 but they have the ability to do things alone and this is also part of learning.

How was the survey taken? Responding, the Headteacher advised that children answer the questions together with their teacher.

It is testament to the school that every child that has answered the survey says that they have someone to go to in the school if needed.

10 PERSONNEL

10.1 STAFFING UPDATE

The Headteacher advised;

- An ECT had been recruited for September 2022.
- A full-time Reception teacher had been appointed.
- If another resignation were received this would be managed internally.

- A Reception Class teacher working 4 days a week would be going on Maternity Leave. A replacement had been recruited for 5 days a week.
- An advert had been placed for 2 1-1 TA's to support children with EHCP's. By the end of the academic year the school will have 11 children with EHCP's.
- An advert had also been placed for a full-time TA.
- A member of staff on long term sick would start a phased return to work after half term.
- The school were currently following the HR processes for another member of staff on long term sick leave.
- A request for flexible working had been received for a member of staff to work mornings rather than afternoons. This would only be possible if other staff would be willing to adjust their hours. Governors asked;

How are staff? Responding, the Headteacher advised that halfway through the summer term is always a challenging time. The school would be working on some in depth work on staff wellbeing in the new academic year.

Governors agreed that this would be useful to understand pressure points throughout the academic year and how staff can be supported.

The Headteacher advised that an external company will be used to survey staff, but it is also important to understand what staff would like and what would help them before embarking on the project.

Do the school have Staff Reps or a Wellbeing Committee? Responding, the Headteacher advised that different things have been in place at different times including a Social Group, but a wellbeing committee or wellbeing champion is not embedded.

The Headteacher advised that a staff wellbeing project should also capture the things that are not measurable such as comments from staff and visitors about how lovely and pleasant staff are and that staff arrange small celebrations in school for colleagues' birthdays.

When some staff resigned at the end of the Autumn Term, other staff had to work harder in the Spring Term and whilst staff remained professional, they did find this deeply frustrating at the time.

The Headteacher would pursue an external company to carry out a survey and an update would be provided at the next meeting.

Headteacher/Agenda

10.2 STAF WELLBEING/STAFF SURVEY

This item had been discussed earlier in the meeting.

10.3 DFE EDUCATION STAFF WELLBEING CHARTER

Governors noted the DfE Education Staff Wellbeing Charter and agreed to adopt it.

10.4 CPD UPDATE

Circulated prior to the meeting, Governors noted the CPD update and had no further questions.

11 POLICIES

There were no policies for review at the meeting.

12 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

17th Jun 2022 – FGB (4.30pm)

13 ANY OTHER BUSINESS

There was no further business for discussion.

14 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes *(with the exception of any Restricted Confidential Minutes)*.

The meeting closed at 11.15am.

Signed Date

CHAIR

Actions:**Agenda:**

Musical Instruments

Staff Survey

PP Governor – arrange Governor Visit to school